



NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES
Certification of the Preparation of Records for Microfilming

Name of the county, municipality, or other public body that produced these records:

Examples: [City of Raleigh] [Martin County] [Triangle Transit Authority] [High Country Council of Governments]

Name of the board, council, department, or agency:

Examples: [City Council] [Board of Commissioners] [ABC Commission] [Board of Delegates]

The records included with this form are:

- ☐ Minutes
☐ Ordinances
☐ Resolutions

- ☐ Attachments or Exhibits
☐ Indexes
☐ Other: _____

Exact first and last dates of the records:

Examples: [10/2/1998 – 12/23/2002] [1/12/2006 – 12/13/2007, in reverse order]

NOTE: Please describe any irregularities (e.g. missing minutes, infrequent meetings) in a separate letter.

Volume and page numbers included:

Examples: [v. 112 (p. 258-492) – 113 (p. 1-122)] [Books 23-27] [Pages 11873 – 13982] [v. 43, continuous]

The last volume listed is complete:

☐ Yes ☐ No

Do you want to purchase a copy of the film when it is completed, at an additional charge?

☐ Yes ☐ No

Do you want to purchase a CD of the images, at an additional charge?

☐ Yes ☐ No

Do you want to be informed when this shipment is received?

☐ Yes ☐ No

Do you want to be informed when the microfilming has been completed?

☐ Yes ☐ No

We have examined these records for accuracy and completeness. We have prepared these records according to the rules of the Government Records Branch of the Department of Cultural Resources. We understand that the records will be filmed in the order we have submitted them.

We understand that there will be a charge for each new reel of film used for our records, beginning July 1, 2008.

Contact information:

Billing address:

Name: _____

Email: _____

Phone: _____

Date: _____

ARCHIVES AND RECORDS SECTION — GOVERNMENT RECORDS BRANCH

MAILING ADDRESS:
4615 Mail Service Center
Raleigh, N.C. 27699-4615

<http://www.records.ncdcr.gov>
Telephone (919) 807-7350
Facsimile (919) 715-3627
State Courier 51-81-20

LOCATION:
215 N. Blount Street
Raleigh, N.C. 27601-2823